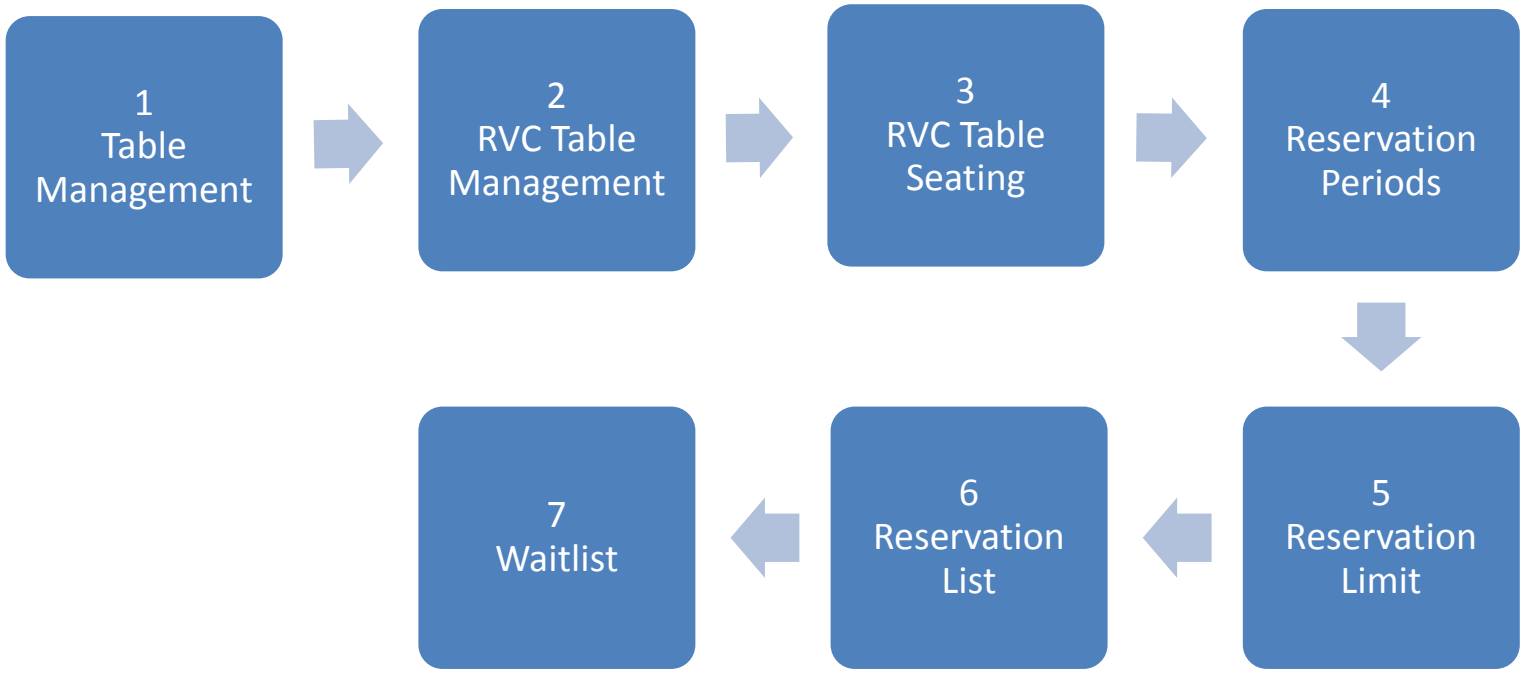
Quick Configuration Guide for myreservations & the 3700 POS

myreservations and the 3700 Table Management System (TMS) are two distinct software applications that work together to allow online reservation functionality for your guests. The myreservations management application and the reservation portion of TMS must be configured separately to ensure that your online reservation web page will work properly.

This guide is intended for use by properties that have not previously configured TMS. Properties that already use TMS can maintain their existing configuration.

TMS Reservation Setup Screens

You do not need to set up or use the full TMS functionality; only the basic reservation settings within TMS need to be configured. The high level diagram below shows the minimum TMS configuration settings needed for online reservations. Complete the TMS setup in the order specified below. Subsequent sections in this document walk you through the TMS reservation setup process. Open your POS Configurator to begin.



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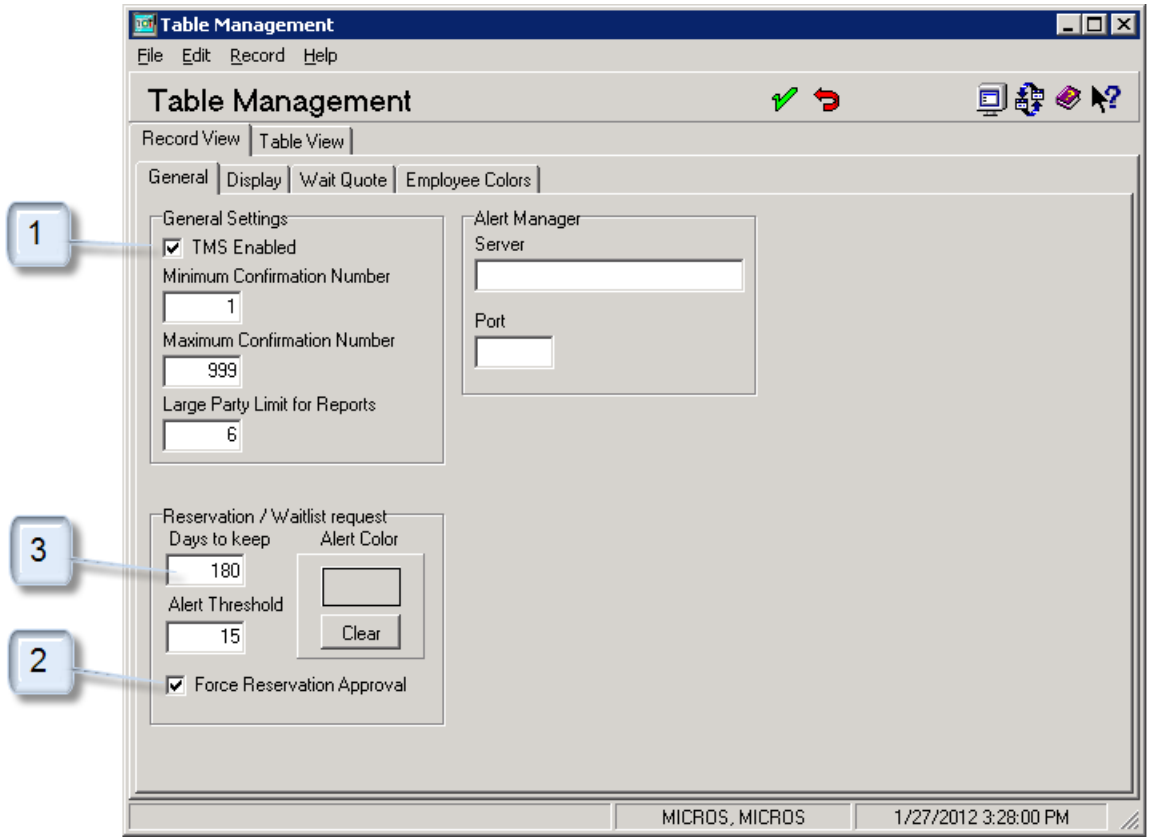
1 Table Management

POS Configurator > Table Management tab > Table Management

The TMS application and reservations must be enabled on the *Table Management* screen in order for myreservations to function properly.



1. Enable the **TMS Enabled** option.
2. Enable the **Force Reservation Approval** option.
3. The reporting in myreservations provides the ability to synchronize data from your TMS system to myreservations. To ensure accuracy of the reporting, a sync of data must take place prior to the data being purged from TMS. It is recommended that the **Days to keep** setting in TMS be set to 180 and a synchronization of the report be performed at least every 90 days.

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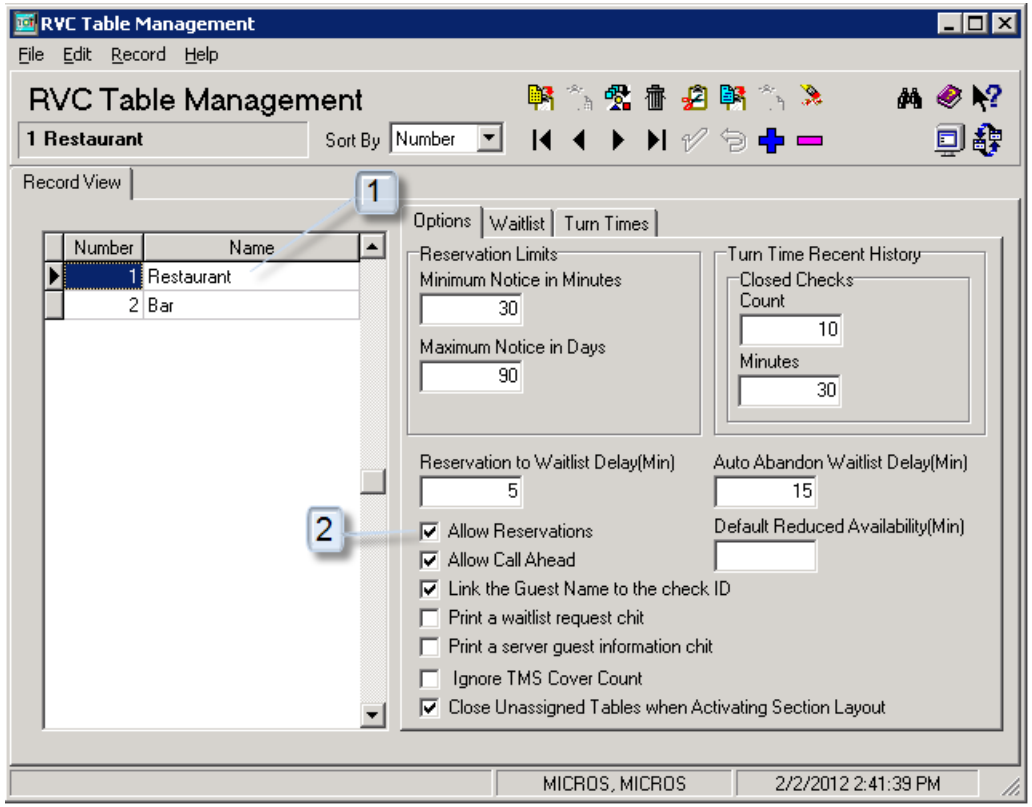
2 RVC Table Management

POS Configurator > Revenue Center tab > RVC Table Mgmt.

On the *RVC Table Management* screen, specify that reservations are allowed for any applicable revenue centers.



1. On the **Options** tab, select a revenue center.
2. Enable the **Allow Reservations** option for each revenue center that can take reservations.
3. Enter values for the following fields:
   - **Minimum Notice in Minutes** - minimum time required for a guest to place a reservation. In the example, a guest must schedule a reservation for a time that is at least 30 minutes or more prior to the current time.
   - **Maximum Notice in Days** - indicates how far into the future a guest can make a reservation. In the example, guests cannot make online reservations more than 90 days in advance.
   - **Reservation to Waitlist Delay(Min)** - shows when the guest name will automatically be placed on a waitlist. The example indicates that 5 minutes prior to the reservation time, a guest's name will display on the waitlist.
   - **Auto Abandon Waitlist Delay** - sets the late time for a guest to arrive.

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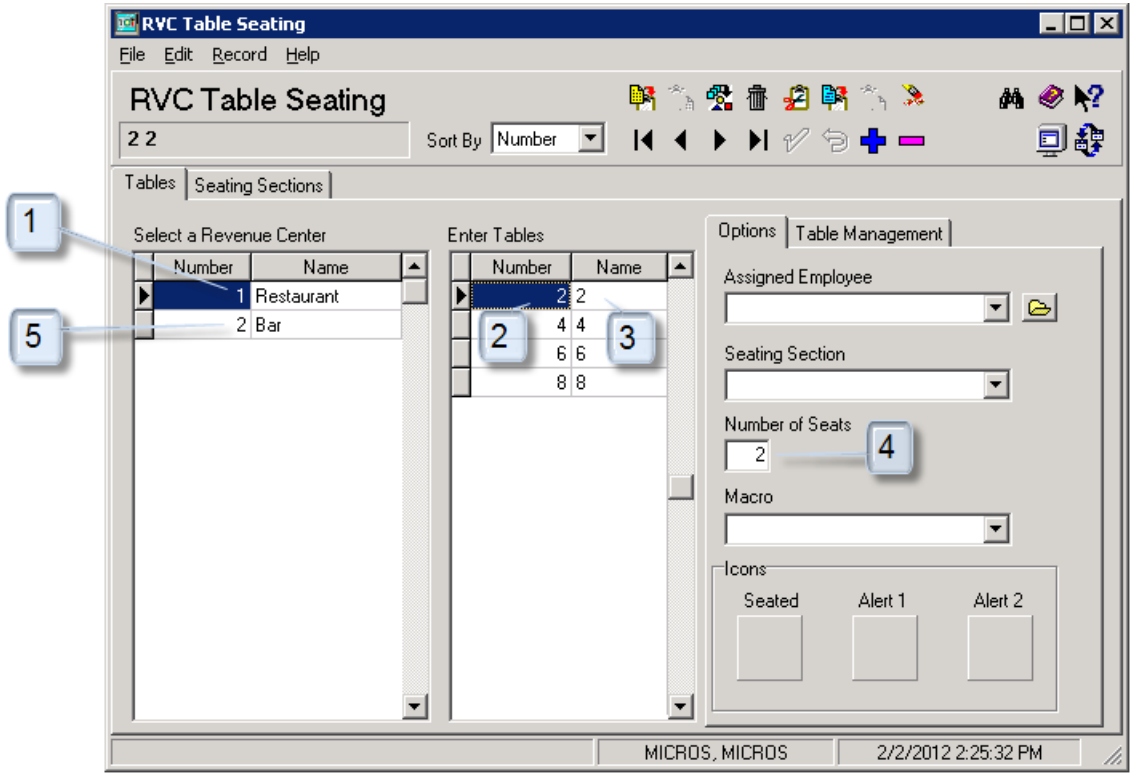
3 RVC Table Seating

POS Configurator > Revenue Center tab > RVC Table Seating

The *RVC Table Seating* screen allows configuration of the available table sizes or "tops" for each revenue center.



1. Select a **Revenue Center** where tables will be defined (e.g., restaurant, bar) for use with myreservations.
2. In the **Enter Tables** list, enter each of your available table tops for this Revenue Center. Do not enter each table number; enter only the available tops.
3. In the **Number** field, enter the first table top count.
4. In the **Name** field, enter the same value as in the Number.
5. In the **Number of Seats** field, set this value to match that of the Number and Name.

When completed, you should have a single line entered in the Enter Tables list for every available table top within this Revenue Center. The example represents a Restaurant Revenue Center with 2, 4, 6, and 8 tops available.

6. Repeat this process for all table tops available in any other defined Revenue Centers.

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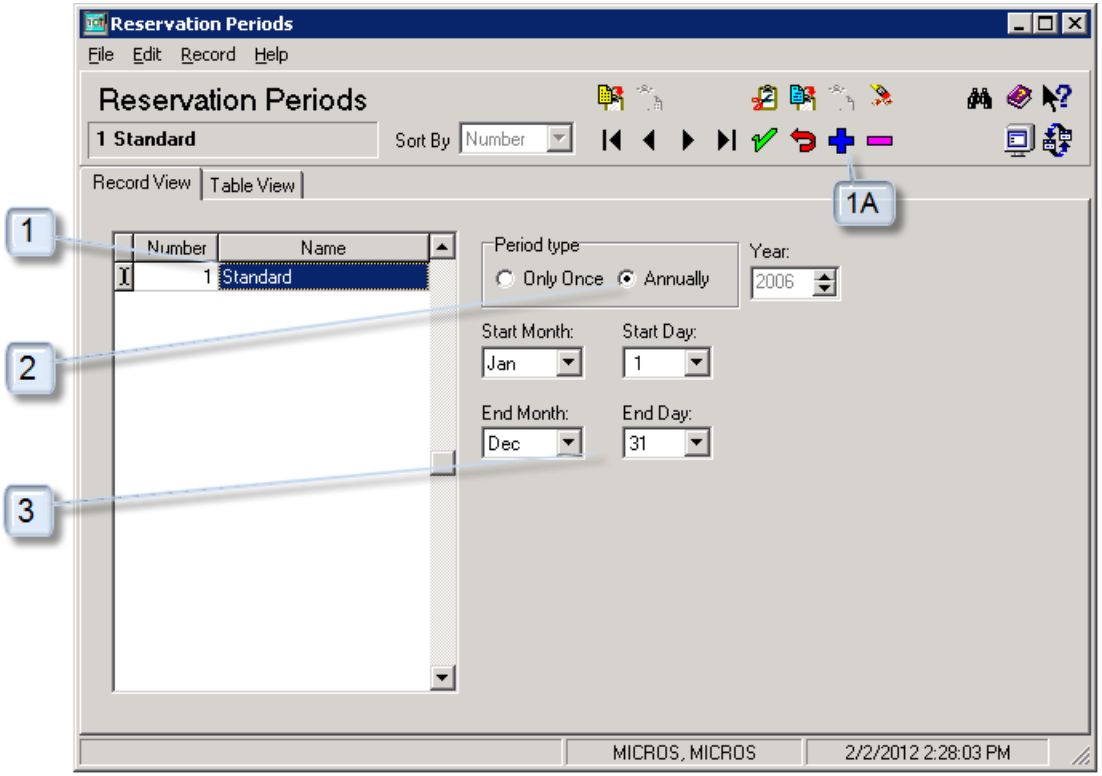
4 Reservation Periods

POS Configurator > Table Management tab > Reservation Periods

The *Reservation Periods* screen configures specific days and times for normal or standard restaurant operations.



1. In the Record View Name column, select a **Standard** period if it exists; otherwise, add a standard period using the blue plus arrow (1A).
2. In the Period type area, ensure that **Annually** is selected.
3. Change the **End Month** and **End Day** to Dec 31.

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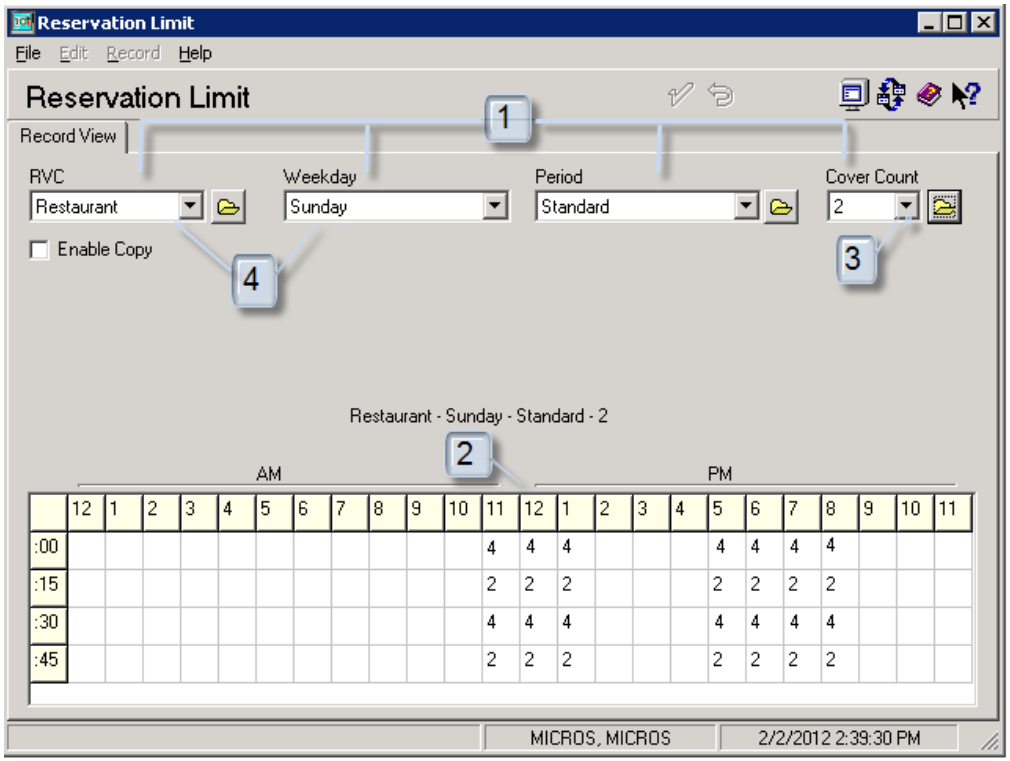
5 Reservation Limit

POS Configurator > Table Management tab > Reservation Limits

The *Reservation Limit* screen sets the limits that the restaurant requires to prevent over booking. The reservation limits are based on revenue center (RVC), weekday, period, cover count, and time.



1. The **RVC**, **Weekday**, **Period**, and **Cover Count** defaults are shown. Leave these as is for now.

2. On the bottom part of the screen, in each time slot set the number of actual reservations that are allowed for the selected day and cover count. Blank time periods indicate that no reservations are allowed and these time periods will not appear to the guest on your reservation web page. Do not use zero (0) as a value.

   In the screen example, 4 reservations are allowed at the top of the hour and at the half hour, and 2 reservations are allowed at each quarter hour increment from 11:00am to 1:45pm, and from 5:00pm to 8:45pm.

   Accurate Cover Count and time slot settings are important to ensure that specific party sizes are allocated to the appropriate times. Please refer to the Help within the myreservations management application for details on restricting the Cover Count and time slot settings.

3. Repeat step 2 for each cover count on Sunday.

4. Repeat the Reservation Limit configuration for all weekdays and for any other Revenue Centers defined for your location.

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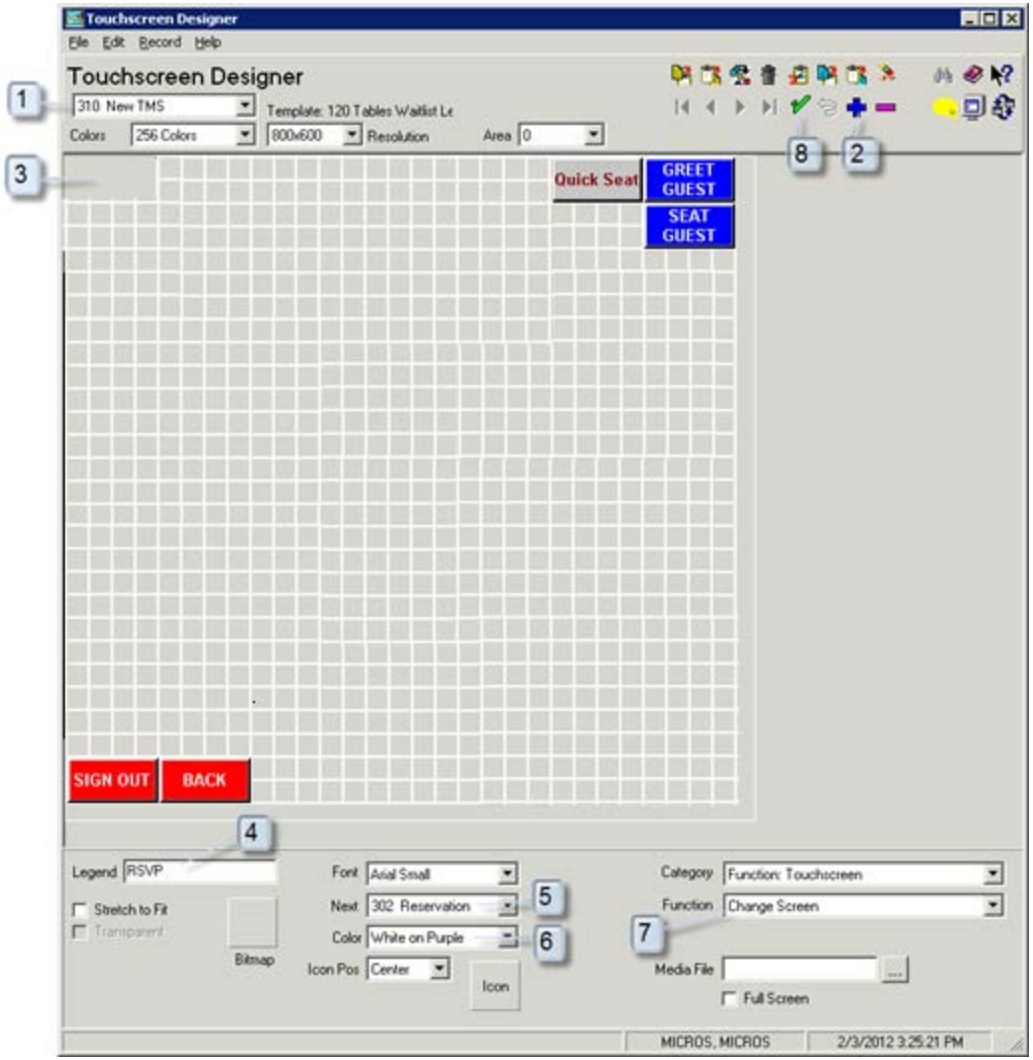
6 View Reservation List

POS Configurator > Devices tab > Touchscreen Designer



Create Reservation Button

You will need to create a Reservation button to take the user to the Reservation List screen.

1. From the drop-down list located in the upper left corner, select the screen on which the Reservation button will appear.
2. Click the blue plus arrow to insert a new button.
3. A gray rectangle will appear in the upper left corner. Drag this rectangle to the area on the screen where you wish to place the Reservation button. Resize the rectangle to the size you wish for the button to appear.
4. In the **Legend** field (near the bottom of the screen), type a name for the Reservation button (e.g., Reservation or RSVP).
5. From the **Next** drop-down, select the screen to which the user will jump TO after clicking the Reservation button.
6. From the **Color** drop-down, select a text and button color combination for the Reservation button.
7. From the **Function** drop-down, select Change Screen.
8. Click the green checkmark to save your new Reservation button settings.

Use the screen shown on this page as an example.

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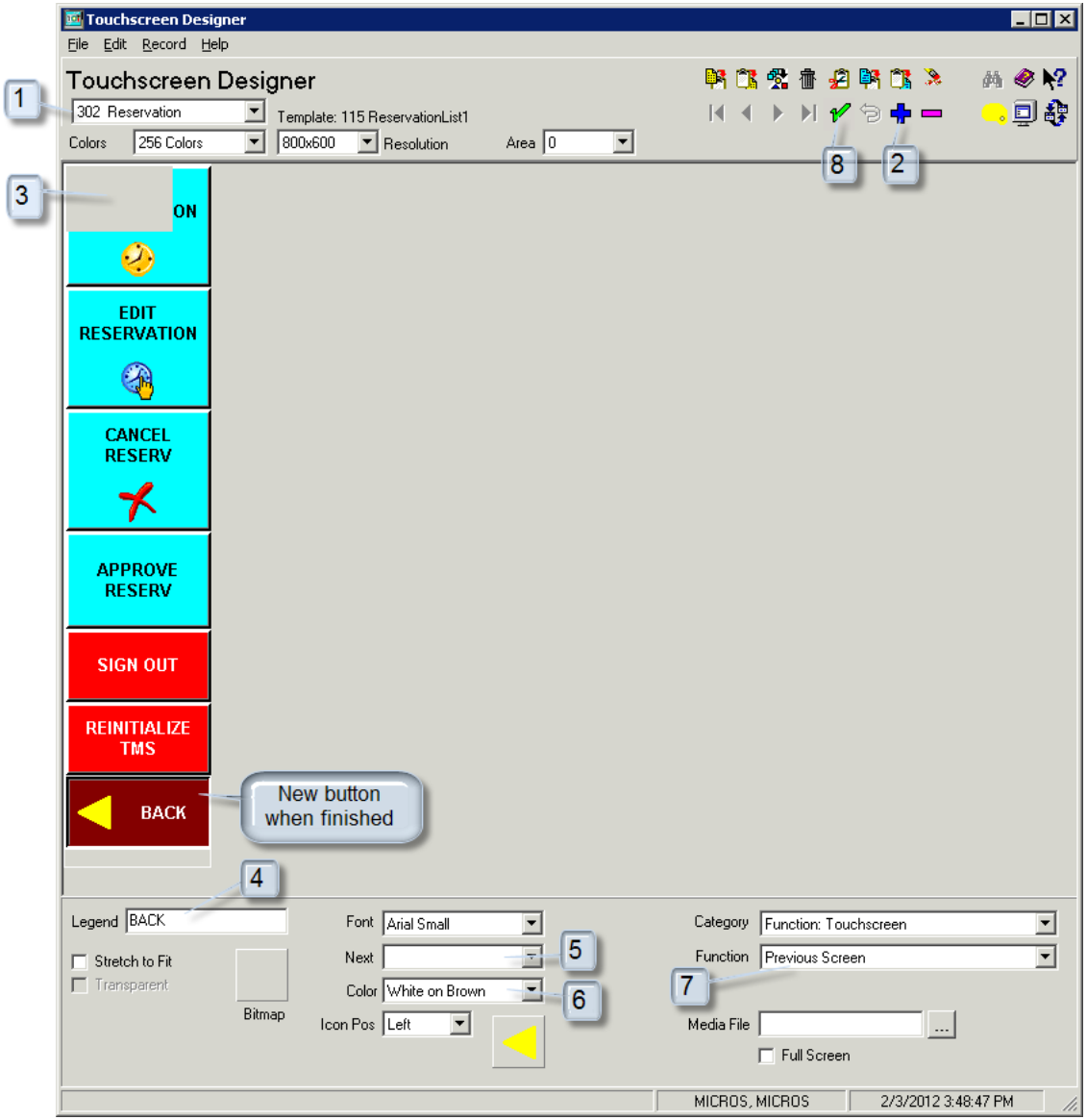

Create Back Button on the Reservation Screen

Next, you will need to create a “Back” or “Previous” button to appear on the Reservation List screen. This Back button will return the user back from the Reservation List screen to the previous screen.

1. From the drop-down list located in the upper left corner, select the Reservation screen.

2. Click the blue plus arrow to insert a new button.

3. A gray rectangle will appear in the upper left corner. Drag this rectangle to the area on the screen where you wish to place the Previous or Back button. Resize the rectangle to the size you wish for the button to appear.

4. In the **Legend** field (near the bottom of the screen), type a name for the Back button (e.g., Back or Previous).

5. Ensure that the **Next** drop-down field is blank.

6. From the **Color** drop-down, select a text and button color combination for the Back button.

7. From the **Function** drop-down, select Previous Screen.

8. Click the green checkmark to save your new Back or Previous button settings.

Use the screen shown on this page as an example.

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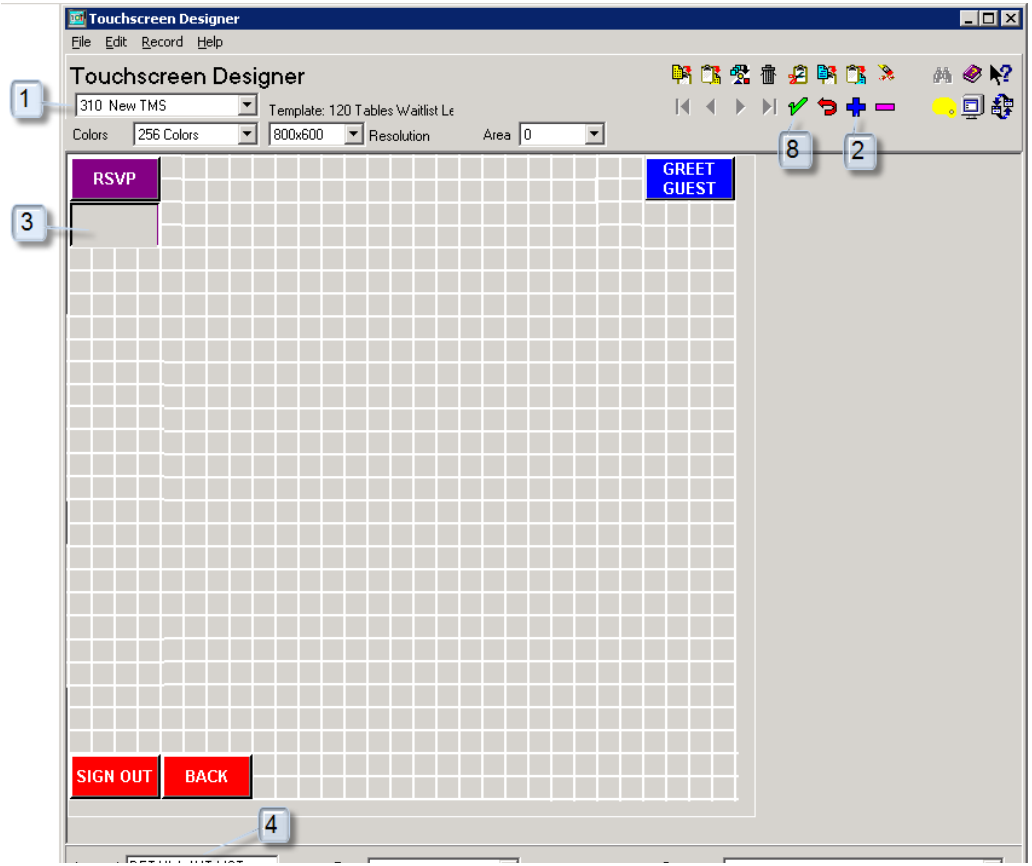
7 View Waitlist

POS Configurator > Devices tab > Touchscreen Designer



Create Waitlist Button

You will need to create a Waitlist button to take the user to the Waitlist screen.

1. From the drop-down list located in the upper left corner, select the screen on which the Waitlist button will appear.
2. Click the blue plus arrow to insert a new button.
3. A gray rectangle will appear in the upper left corner. Drag this rectangle to the area on the screen where you wish to place the Waitlist button. Resize the rectangle to the size you wish for the button to appear.
4. In the **Legend** field (near the bottom of the screen), type a name for the Waitlist button.
5. From the **Next** drop-down, select the screen to which the user will jump TO after clicking the Waitlist button.
6. From the **Color** drop-down, select a text and button color combination for the Waitlist button.
7. From the **Function** drop-down, select Change Screen.
8. Click the green checkmark to save your new Waitlist button settings.

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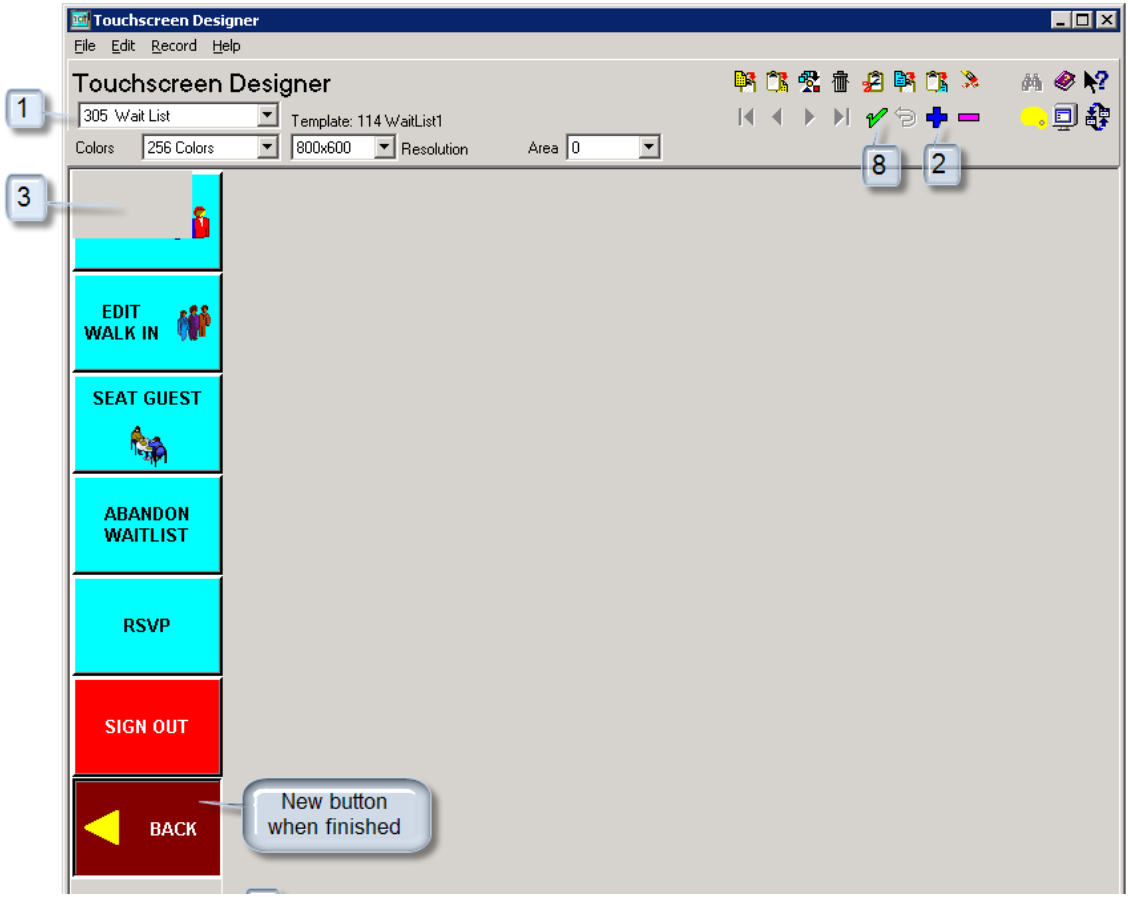

Use the screen shown on this page as an example.

Create Back Button on the Waitlist Screen

Next, you will need to create a “Back” or “Previous” button to appear on the Waitlist screen. This Back button will return the user back from the Waitlist screen to the previous screen.

1. From the drop-down list located in the upper left corner, select the Waitlist screen.

2. Click the blue plus arrow to insert a new button.

3. A gray rectangle will appear in the upper left corner. Drag this rectangle to the area on the screen where you wish to place the Previous or Back button. Resize the rectangle to the size you wish for the button to appear.

4. In the **Legend** field (near the bottom of the screen), type a name for the Back button (e.g., Back or Previous).

5. Ensure that the **Next** drop-down field is blank.

6. From the **Color** drop-down, select a text and button color combination for the Back button.

7. From the **Function** drop-down, select Previous Screen.

8. Click the green checkmark to save your new Back or Previous button settings.

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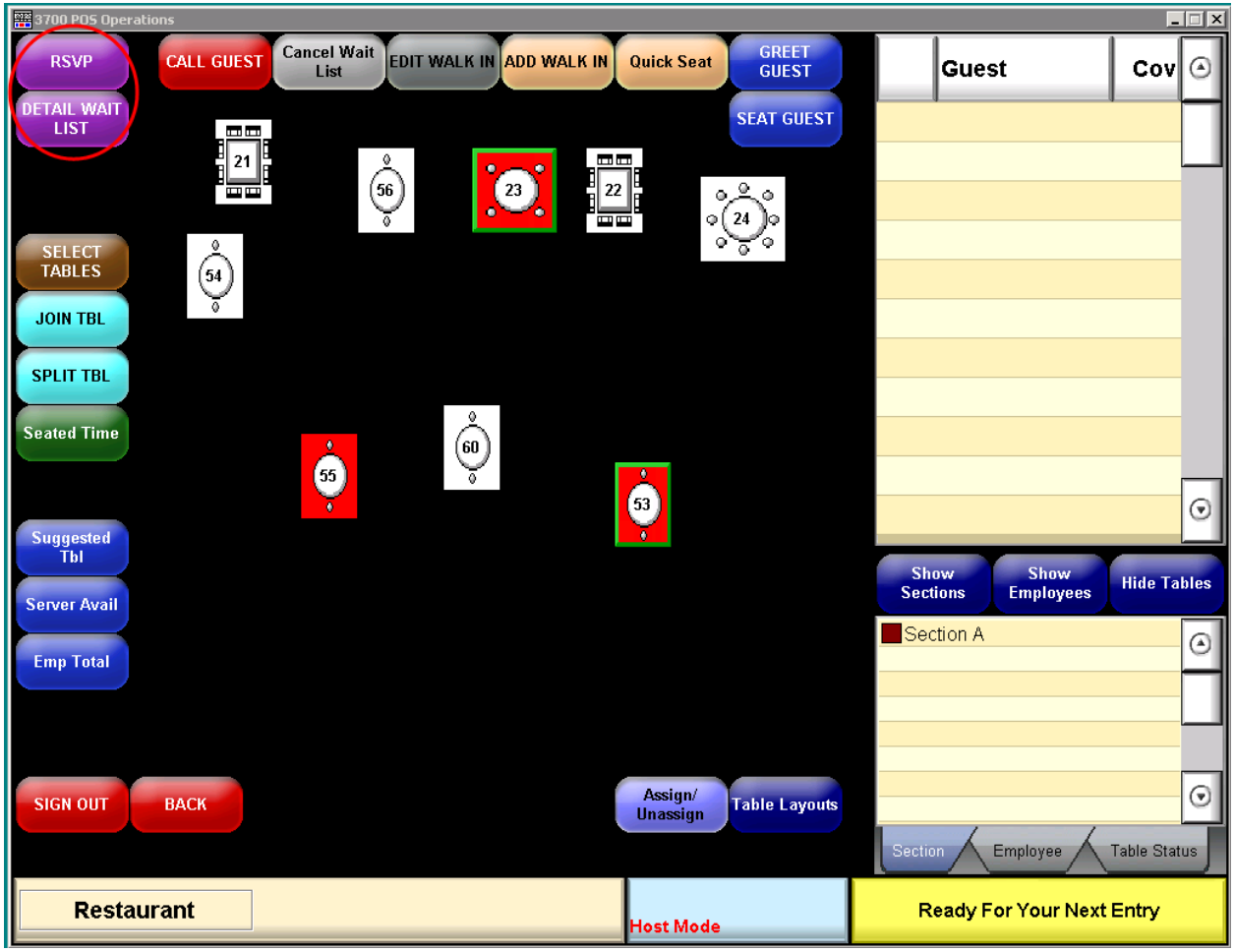
Use the screen shown on this page as an example.



The dining room screen on this page shows an example of Reservation (RSVP) and Waitlist buttons, which were created in the previous sections. Clicking the RSVP button will take the user to the Reservation list screen; clicking the Detail Wait list button will take the user to the Waitlist screen.

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